

# THE STOKE POGES SCHOOL

## Management of Records Policy

<b>Date Approved</b>	September 2023
<b>Recommended Review Period</b>	Annual
<b>Date of Next Review</b>	September 2024
<b>Person Responsible for the Policy</b>	Headteacher

This policy has been adopted from Buckinghamshire Council/IMRS model policy.

The Stoke Poges School recognises that by efficiently managing its records, it will be able to comply with its legal and regulatory obligations and to contribute to the effective overall management of the institution. Records provide evidence for protecting the legal rights and interests of the school, and provide evidence for demonstrating performance and accountability. This document provides the policy framework through which this effective management can be achieved and audited.

It covers:

- Scope
- Responsibilities
- Relationships with existing policies

### 1 Scope of the policy

**1.1** This policy applies to all records created, received or maintained by staff of the school in the course of carrying out its functions.

**1.2** Records are defined as all those documents which facilitate the business carried out by the school and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created received or maintained in hard copy or electronic format.

### 2 Responsibilities

**2.1** The governing body of a school has a statutory responsibility to maintain the school records and record keeping systems in accordance with the regulatory environment specific to the school. The responsibility is usually delegated to the headteacher of the school.

**2.2** The person responsible for records management in the school will give guidance about good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely way. They will also monitor compliance with this policy by surveying at least annually to check if records are stored securely and can be accessed appropriately.

**2.3** The school will manage and document its records disposal process in line with the Records Retention Schedule. This will help to ensure that it can meet Freedom of Information requests and respond to requests to access personal data under data protection legislation (subject access requests 'SARS').

**2.4** Individual staff and employees must ensure, with respect to records for which they are responsible that they:

- 2.4.1 Manage the school's records consistently in accordance with the school's policies
- 2.4.2 Properly document their actions and decisions
- 2.4.3 Hold personal information securely
- 2.4.4 Only share personal information appropriately and do not disclose it to any unauthorised third party

### 3 Relationship with existing policies

This policy has been drawn up within the context of:

- Freedom of Information Policy
- Data Protection Policy
- with other legislation or regulations (including audit, equal opportunities and ethics) affecting the school

<b>Headteacher</b>		<b>Date</b>	
<b>Governing Board</b>		<b>Date</b>	